



HORSE & SURREY LIVERY SERVICE

LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

LICENSE PERIOD:

Biennial; expires on April 30 of odd-numbered years.

APPLICATION:

Apply at City Clerk License Division, City Hall, Room 105, 200 E. Wells Street, Milwaukee, WI 53202, (414) 286-2238.

FEE:

The \$150 license fee **must be submitted with application**. Checks made payable to: City of Milwaukee.

SIGNATURES:

Notarized signatures of the individual, all partners, the agent, president, and secretary of the corporation, or all members of a LLC are required.

REQUIREMENTS:

The applicant shall file, with the application the attached, "Letter of Intent", outlining his or her intentions of purchasing a proper vehicle to be used for this service, and the proper amounts of liability insurance, satisfying all the requirements of ch. 100 of the Milwaukee Code of Ordinances.

All drivers of these vehicles are required to obtain a Public Passenger Vehicle Driver's license. Applications for this license can be obtained from our office.

FINGERPRINTS:

All applicants (including partners, all corporate officers, members, agent, directors, manager, and stockholders owning 20% or more of the stock of the corporation) whose fingerprints are not on file with the Milwaukee Police Department must be fingerprinted. Report to the Milwaukee Police Department between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file.

Renewal applicants do not need to be re-fingerprinted by the police department.

If you are an out of town resident, call (414) 935-7281 to receive information regarding how to comply with the fingerprint requirement.

GRANTING OF LICENSES:

The Common Council on recommendation of the Public Safety Committee grants licenses. Please allow 5-6 weeks for processing.

ADDITIONAL REGULATIONS:

Horse and Surrey Stands – Parking

- On the east side of North Old World Third Street from West Kilbourn Avenue to a point 60 feet north from 6:00 P.M. to 2:00 A.M. and all day Saturday and Sunday.
- On the south side of West Michigan Street from North 3rd Street to a point 60 feet west from 6:00 P.M. to 2:00 A.M. and all day Saturday and Sunday.
- On the north side of East Wells Street from North Jackson Street to a point 60 feet west from 6:00 P.M. to 2:00 A.M. and all day Saturday and Sunday.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, you are eligible for a refund in the amount of \$100, provided the refund is requested no later than one year from the date of withdrawal or denial of the application. If a license is not issued, the refund must be requested no later than one year from the date of application, unless the license has been granted, in which case no later than one year from the date of granting of the license.

DUPLICATE LICENSE FEE: The fee for a duplicate license is \$8. You must bring current photo identification.

Regulations relating to HORSE & SURREY LIVERY SERVICE are provided in ch. 100 of the Milwaukee Code of Ordinances and are available online at <http://www.milwaukee.gov/ordinances> or can be purchased from the Legislative Reference Bureau in City Hall, Room B-11.

